

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 13, 2007

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TITLE:	Financial Specialist
POSITION NO:	70923
LOCATION:	Technology Services Division, Helena
STATUS:	Part-Time/Permanent (20 hrs/wk)
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$13.52 - \$16.91 hourly. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working 20 hours per week. This position may require overtime when the legislature is in session or during times of peak work flow.

TYPICAL DUTIES: This position provides technical assistance in support of the division's Business and Financial Manager positions related to a variety of complex interrelated budgeting and accounting programs and systems, and is responsible for the management of the division information technology contracts. Specific duties include designing, monitoring, and coordinating the processing of IT-related contracts and their amendments for the division and agency; developing and assisting division staff in writing contractual documents; maintaining fiscal accountability, measurable criteria, and proper application of monitoring techniques of contractual documents for compliance; participating in the preparation/submission of fiscal notes, and the executive budgeting process; compiling data on year-to-date expenses against division budget, major contracts, special projects, and other research projects as needed; developing and implementing data quality control methodologies, creating and modifying statistical files, storing and merging records, extracts, and reports data, and updating historical data; and logging, entering, and tracking invoices paid for the division on the department purchasing system.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of federal/state grant administration; state government budget process; contract management and administration; the legislative process; and electronic systems and their application to the management of large fiscal programs.

Skills: Skill in the use of a personal computer and computer software such as Word, Excel, and Power Point; and oral and written communication.

Abilities: Ability to interpret and apply knowledge of concepts and theories of state governmental finance, electronic reporting/distributing systems, and frequently changing laws to a variety of circumstances that often are not specifically addressed by statute, rule, or policy; interpret fiscal records, compile data, and prepare fiscal reports; and work independently, and establish/follow set priorities.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business administration, accounting, finance, or related field **AND** three years of job-related work experience in areas of contract management, budgeting, accounting, or auditing. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Financial Specialist
Position: #70923
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your fiscal/accounting experience and any experience you have obtained working with contracts.